

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

03/30/04

Does not confer to Civil Service Status

**POSITION:** **Group Exercise Instructor (Fitness)**  
NF-0188-03  
Salary: \$18.00 per hour  
**LOCATION:** MWR Dept., Sports & Fitness Div./NSA  
Norfolk, VA 23511

**ANNOUNCEMENT#** SP 50-04

**CLOSING DATE:** Open Until Filled

**AREA OF CONSIDERATION:** Open

(1) Position, Flexible

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Responsible for conducting various group exercise classes. Must promote good patron relationship and enhance the image of the respective program. The incumbent reviews the schedule of functions that are to take place during the assigned shift in order to ascertain what special preparations are required. Ensures that necessary space, supplies and equipment are available and that room arrangements are completed. Provides instruction and guidance to all patrons. Exercises supervision over the operation of the class/activity. Performs other related duties as assigned.

**QUALIFICATIONS:** Must possess an aerobics certification by a nationally recognized organization such as AFAA, ACEI AAAI, ACSM, Certification from Cooper Institute, and American Aerobics Association International (AAAI) or local certification approved by the fitness Director. Must have a current CPR certification.

**Special Requirements:** Must possess and maintain a valid state driver's license, as travel to other CPR/AED facilities within the region may be required. Must maintain current CPR, First Aid and Aerobic Instructor certifications at all times. This position is subject to an irregular tour of duty, which may include weekends and holidays.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**-VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

**Web Site:** [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS Line:** 440-JOBS (5627)